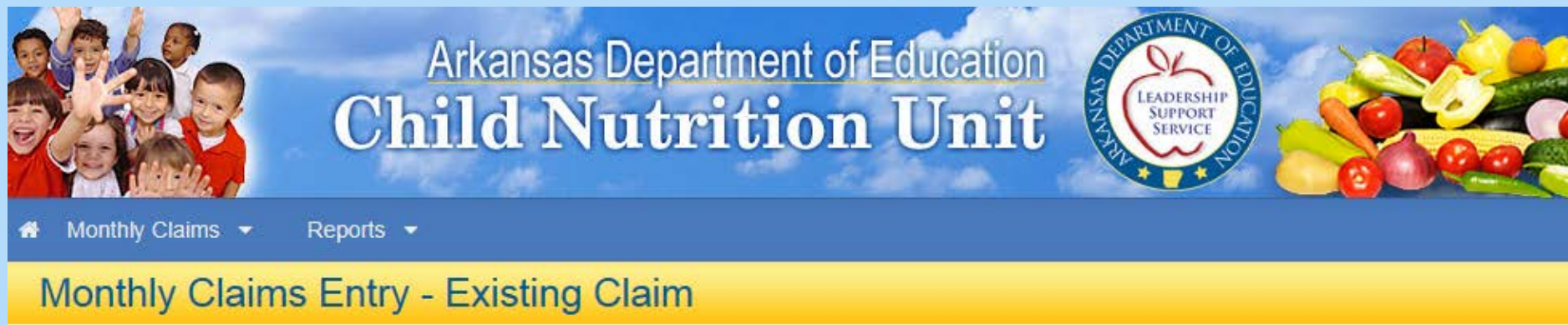


# How to Complete a Claim for Reimbursement

---

CHILD NUTRITION UNIT, ADE  
(501) 324-9502





This information is geared towards those who create and input information into the On-line claim form, in order to receive reimbursements from the USDA and the Child Nutrition Unit of the Arkansas Department of Education. This will walk you through, step-by-step, each area of the On-line claim form. It also shows those who approve the form, items to look for that may be incorrect.



- This program works best if **NO OTHER PROGRAMS OR BROWSER WINDOWS** are open!
- Due to the memory capacity of this program, **SAVE** often. At the very least, save after inputting information in each tab.
- This program has a **short “timeout”**. It will be helpful if a paper copy is completed, prior to inputting data.
- During the summer months, **one claim type** must be submitted (regular, summer, seamless summer), **before entering another claim type**. You only have to enter one type of claim for the Financial Information to carry over to the next month.
- The prior month claim **must be paid** (999 status) before entering the next claim.

## Question 1

1. How often should you save your claim?
  - a. At the end of completing the claim
  - b. After you enter data under each tab
  - c. As often as possible
  - d. B and C

## Question 1

1. How often should you save your claim?

a.

b. After you enter data under each tab

c. As often as possible

**d. B and C**

The answer is After you  
enter data under each tab  
AND as often as possible.

SAVE, SAVE, SAVE

http://www.arkansased.gov/ arkansased.gov State Board of Education | A...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery Google

Arkansas.gov AGENCIES ONLINE SERVICES STATE DIRECTORY TRANSPARENCY.ARKANSAS.GOV SOCIAL TRANSLATE PRINT

ARKANSAS DEPARTMENT OF EDUCATION


**Johnny Key**  
Commissioner of Education  
[Read Bio](#)

Search site by keyword(s)... Search

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Topics A-Z

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

 **State Board of Education Approves Kindergarten - Grade 12 Math Standards**

**Valid July 1, 2016**

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 **Provide Feedback on the Proposed English Language Arts Standards**

**Take the Survey**

**INNOVATION IN ARKANSAS EDUCATION**

**Pea Ridge Manufacturing & Business Academy**

**New Video!**

**NBCT Make-Up Orientation**

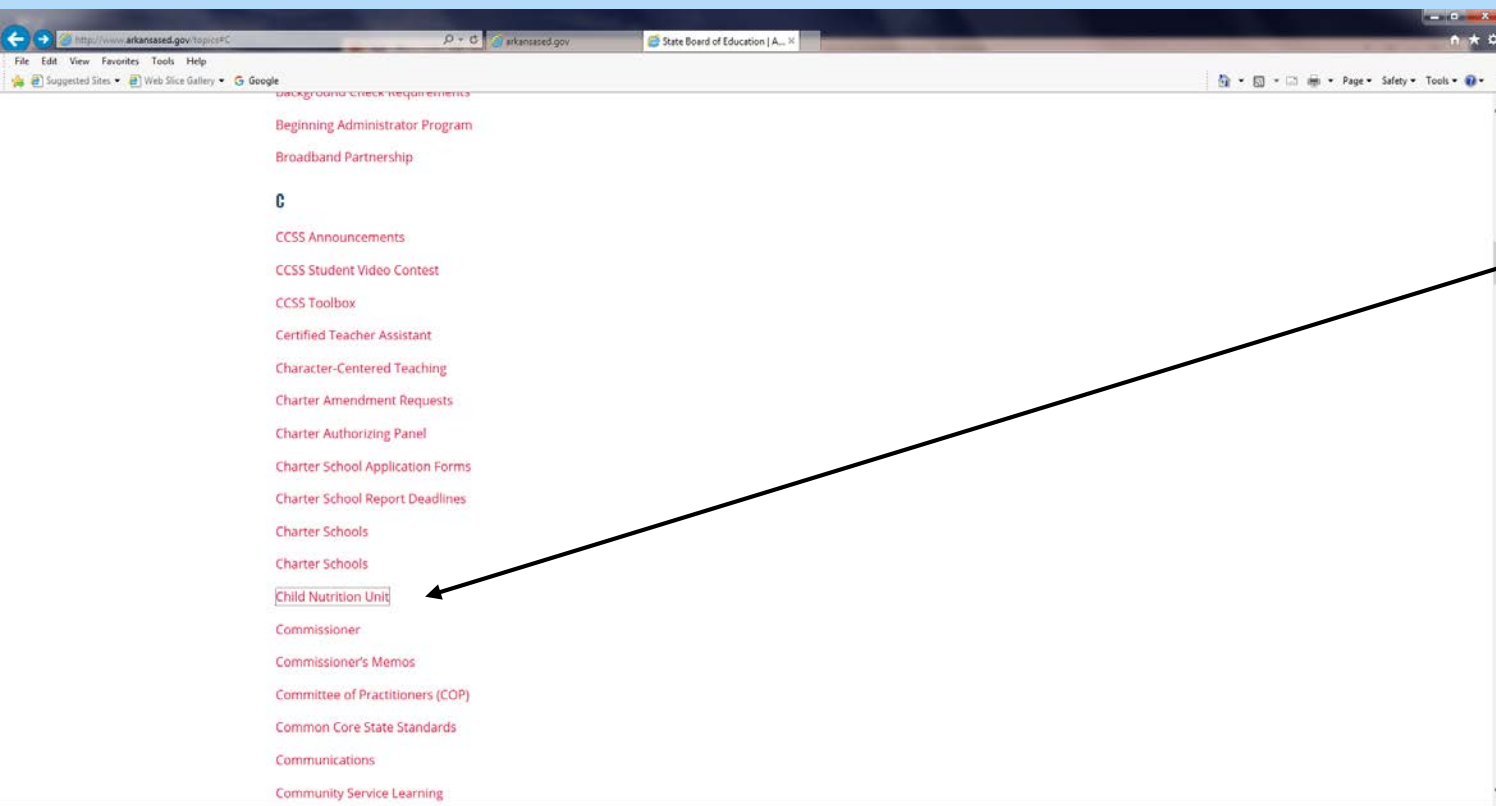
**NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS**

To get to the Arkansas Department of Education Website, type in:

[www.arkansased.gov](http://www.arkansased.gov)

Click the letter "C"





Click on “Child Nutrition Unit”

# CHILD NUTRITION UNIT

[Home Page](#) / [ADE Divisions](#) / [Fiscal and Administrative Services](#) / [Child\\_Nutrition\\_Unit](#)

The Arkansas Department of Education **Child Nutrition Unit** administers the National School Lunch Program, the School Breakfast Program, the Special Milk Program, the Afterschool Snack Program, the Seamless Summer Program and the Fresh Fruits and Vegetables Grants in the public schools in Arkansas.

According to the U.S. Department of Agriculture (USDA) regulations, the Child Nutrition Unit provides technical assistance, training, monitoring, and processes claims for reimbursement of federal funds used in the operation of local school nutrition programs. Approximately \$165 million federal dollars are disbursed to public school districts for reimbursable meals served to students.

Approximately \$2 million in state funds is paid as required state matching to each district either by payment of deliveries for USDA donated foods or as a per lunch match for the total lunches served by school districts in the previous school year.

The federal Child Nutrition Programs in Arkansas schools have a total economic impact of \$224 million on the economy of the state including local, state and federal funds.

**For more information, please contact:**

**Suzanne Davidson, Director**  
Arkansas Department of Education  
Division of Fiscal & Administrative Services  
Child Nutrition Unit  
2020 W. 3rd Street, Suite 404  
Little Rock, AR 72205  
Phone: 501-324-9502  
Email: [Suzanne.Davidson@arkansas.gov](mailto:Suzanne.Davidson@arkansas.gov)

[View Topics A-Z](#)

## Child Nutrition Unit

[About Us](#)

[CN Related Commissioner's Memos](#)

[Data Requests](#)

[Direct Certification Portal](#)

[Forms](#)

[Guidance](#)

[Important Information](#)

[Nutrition News](#)

[On-Line Claim for Reimbursement](#)

[Programs](#)

[Regulations and Policy](#)

[Special Provisions](#)

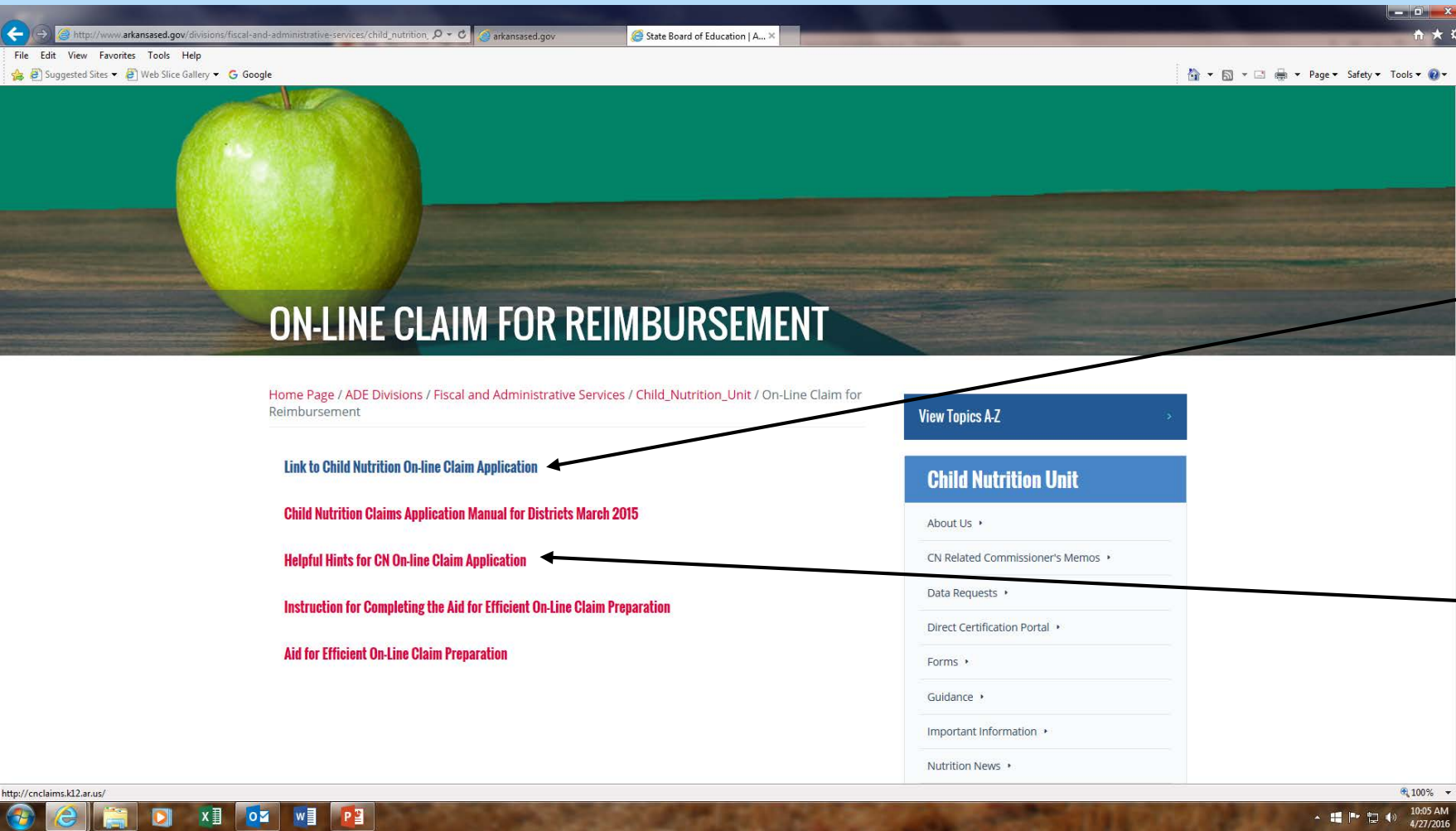
[Training](#)

[USDA Non-Discrimination Statement](#)

Click on “On-Line Claim for Reimbursement”







Click on “Link to Child Nutrition On-Line Claim Application”

There are hints available at the:

- “Helpful Hints for CN On-Line Claim Application”
- “Instruction for Completing the Aid for Efficient On-Line Properties”
- “Aid for Efficient On-Line Claim Preparation.”

Username :

Password :

Forgot your [Username](#) or [Password](#)?

[Sign in](#)

Still want to use Triand or ADE Account to login? [Visit here](#)

Put in the username and password assigned by the School District's Group Manager or ADE Security.

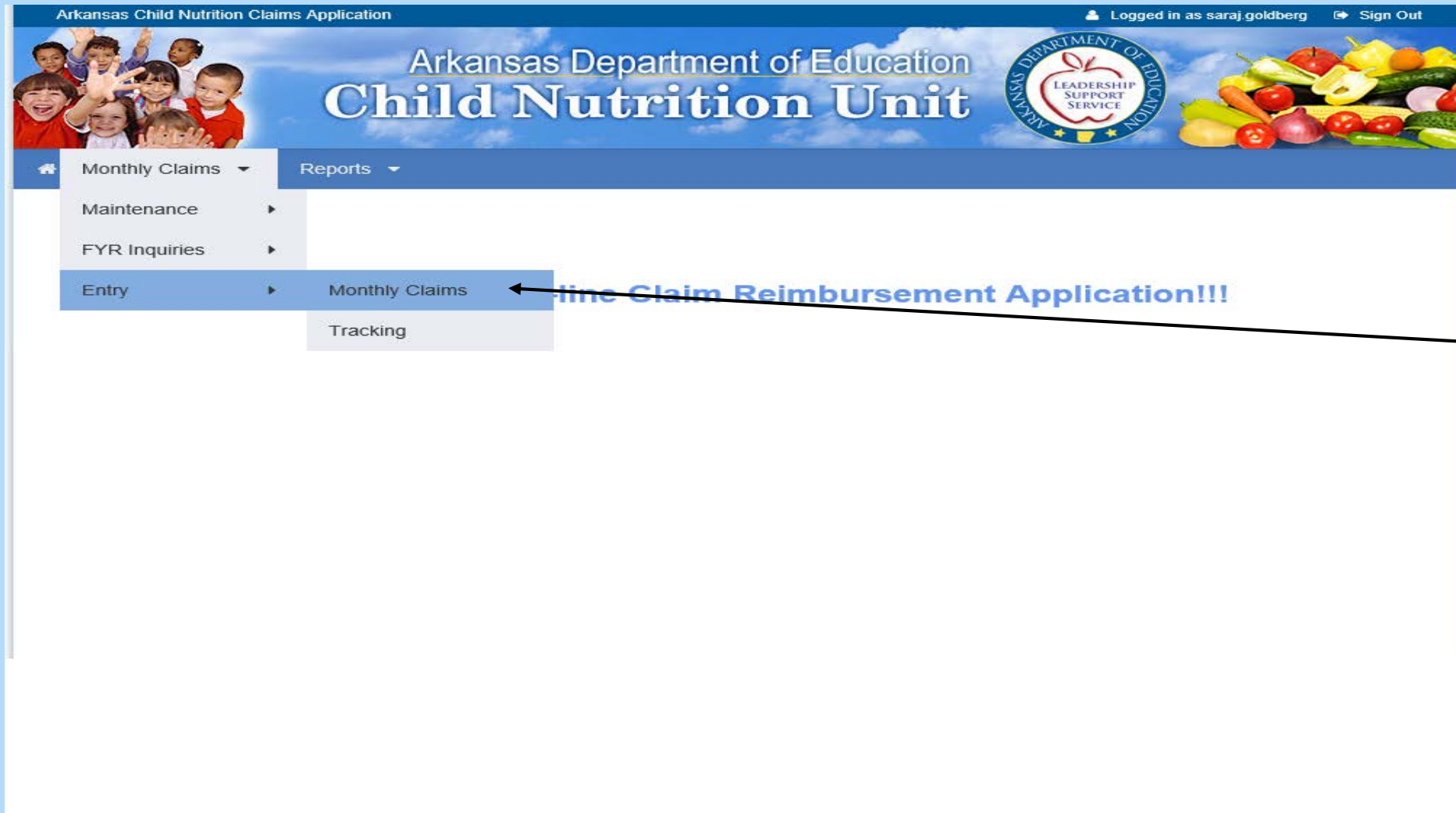
*Be sure to bookmark this page so it is easier to find next time.*

The following information shows instructions in the green area at the bottom of each page.



The opening page looks like a blank page with a header on it.

It will show the welcome to the page.



The opening page looks like a blank page with a header on it.

Hover over the words  
1. "Monthly Claims",  
2. "Entry"  
Then click on the 2<sup>nd</sup> words "Monthly Claims"

This will open the page to begin a new claim.

Arkansas Child Nutrition Claims Application

Arkansas Department of Education  
**Child Nutrition Unit**

Monthly Claims   Reports

Monthly Claims

Fiscal Year  LEA  Effective Date  School Term

Regular  
Summer  
Seamless Summer

Search   Reset

LEA	Fiscal Year	District Name	Effective Date	School Term	Error Code
0000-000	2016	Royale	3/31/2016	R	999
0000-000	2016	Royale	2/29/2016	R	999
0000-000	2016	Royale	1/31/2016	R	999
0000-000	2016	Royale	12/31/2015	R	999
0000-000	2016	Royale	11/30/2015	R	999
0000-000	2016	Royale	10/31/2015	R	999
0000-000	2016	Royale	9/30/2015	R	999
0000-000	2016	Royale	8/31/2015	R	999
0000-000	2016	Royale	7/31/2015	R	999

“Fiscal Year” - Put in the fiscal year, for example, if the school year is the 2017-2018 school year, the fiscal year would be 2018

The 7 digit “LEA” number, for your School District, should automatically appear

“School Term” - Click on the school term.  
If it is during the regular school year, click “Regular.”

“Effective Date” - Put in the month and year for the new claim. If the claim is for March of 2018, put in 03-2018

To go back to a claim, enter the Effective Date of that claim.




This will bring up the  
“ADD” button.

(ONLY IF THIS MONTH  
AND YEAR’S CLAIM HAS  
NOT BEEN PREVIOUSLY  
ENTERED.)

Click on the “ADD”  
button and start your  
claim.

The screenshot shows the 'Arkansas Child Nutrition Claims Application' web form. The header includes the Arkansas Department of Education logo and 'Child Nutrition Unit' text. The user is logged in as 'saraj.goldberg'. The form contains several input fields: 'Fiscal Year' (2016), 'LEA' (0000-000), 'Effective Date' (03/2016), and 'School Term' (a dropdown menu with 'Regular' selected). Below these fields is a search bar with three buttons: 'Search' (blue), 'Add' (green), and 'Reset' (grey). The 'Add' button is highlighted with a black arrow. Below the search bar, a message states 'No record found'.

This is what this section looks like in the on-line claim system.



Arkansas Department of Education  
**Child Nutrition Unit**

Arkansas Department of Education  
LEADERSHIP  
SUPPORT  
SERVICE

Monthly Claims ▾ Reports ▾


### Monthly Claims Entry - Existing Claim

0000 000		Fiscal Year		2016		<a href="#">Search</a>		<a href="#">Print</a>		<a href="#">Help</a>	
District	Royale			Superintendent	Mr. Sean Connery			Phone	555-123-4567		
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes		
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0				
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012				
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No						
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny				



This is information that is gathered from the completed yearly agreement or the agreement renewal.

If information has changed, please mail/fax a letter on School District letterhead, signed by the superintendent, stating the change, and we will update it in the system.

This is what this section looks like in the on-line claim system.



# Arkansas Department of Education Child Nutrition Unit



Monthly Claims   Reports

Monthly Claims Entry - Existing Claim

0000 000

Fiscal Year 2016

[Search](#) [Print](#) [Help](#)

District Royale

Superintendent Mr. Sean Connery

Phone 555-123-4567

1A → No. Schools 11

Breakfast 11

Lunch 11

Severe Need Breakfast 11

Safety Net Yes

Federal ID 716012345

Days Served: Regular 178

Summer 0

Seamless Summer 0

Provision Two No

Charter School No

Performance Based Yes

Performance Based Date 12/1/2012

Community Eligibility Yes

DUNS# 099123456

Stop Code No

Effective Date 01/31/2016

School Term R


Entry Date 02/08/2016

Prepared By Ms. Moneyppenny



1. A. Number of schools in district Number of schools reported to Arkansas Department of Education on Program Schedule A



This is what this section looks like in the on-line claim system.



Arkansas Department of Education  
**Child Nutrition Unit**



Monthly Claims   Reports

Monthly Claims Entry - Existing Claim

0000 000

Fiscal Year 2016


Search   Print   Help

District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567
No. Schools	11	Breakfast	11	Lunch	11
Federal ID	716012345	Days Served: Regular	178	Severe Need Breakfast	11
Provision Two	No	Summer	0	Safety Net	Yes
Charter School	No	Seamless Summer	0	Performance Based	Yes
Community Eligibility	Yes	Performance Based Date	12/1/2012	DUNS#	099123456
Effective Date	01/31/2016	Stop Code	No	School Term	R
Entry Date	02/08/2016	Prepared By	Ms. Moneypenny		



1B

B. Number of schools with Breakfast Program and Number of schools with Lunch Program And Lunch as reported to Arkansas Department of Education.

This is what this section looks like in the on-line claim system.



# Arkansas Department of Education Child Nutrition Unit



Monthly Claims   Reports

Monthly Claims Entry - Existing Claim

0000 000

Fiscal Year 2016


[Search](#) [Print](#) [Help](#)

District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567				
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0		
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012		
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No				
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny		



1C

C. Schools Eligible for *Safety Net* as identified by Safety Net list on Forms page of Child Nutrition website.

This is what this section looks like in the on-line claim system.



# Arkansas Department of Education Child Nutrition Unit



Monthly Claims ▾ Reports ▾

Monthly Claims Entry - Existing Claim

0000 000

Fiscal Year2016

Search

Print

Help

District

Royale

Superintendent

Mr. Sean Connery

Phone

555-123-4567

No. Schools

11

Breakfast

11

Lunch

11

Severe Need Breakfast

11

Safety Net

Yes

Federal ID

716012345

Days Served: Regular

178

Summer

0

Seamless Summer

0

Provision Two

No

Charter School

No

Performance Based

Yes

Performance Based Date

12/1/2012

Community Eligibility

Yes

DUNS#

099123456

Stop Code

No

Effective Date

01/31/2016

School Term

R

Entry Date

02/08/2016

Prepared By

Ms. Moneypenny

1D

D. Number of *Severe Need Schools* As approved on 2017-18  
Severe Need Documentation of Eligibility for each school district



CHILD NUTRITION UNIT - ARKANSAS DEPARTMENT OF EDUCATION  
CLAIM FOR REIMBURSEMENT for ALL CHILD NUTRITION PROGRAMS

2015-2016	Regular <input checked="" type="checkbox"/>
School Term	Summer <input type="checkbox"/>
	Seamless Summer <input type="checkbox"/>

LEA NUMBER	0000 000	DISTRICT	Royale	MONTH	February	YEAR	2016
SUPERINTENDENT	Mr. Sean Connery						
PREPARED BY	Ms. Moneypenny			PHONE NUMBER	555-123-4567	FAX	

1.B. NUMBER OF SCHOOLS WITH  
BREAKFAST

4

LUNCH

4

1.C. ELIGIBLE FOR SAFETY NET  
YES ☒

NO

☐

1.D. NUMBER OF SEVERE NEED  
BREAKFAST SCHOOLS

4

4

1A

1C

1A

1D

This is what the information looks like on the paper copy of the claim.

Quarterly
Financials
Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	84	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	84	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date 02/16/2016
Transaction Code 1
Errors 0

Errors
Exit

Save often

First the “Quarterly” tab.  
Remember whole numbers ONLY, it is not possible to have a partial student (Always Round UP)

1E

**E. ADM/ADA** Most recent Average Daily Membership (ADM) and Average Daily Attendance (ADA) as reported through Arkansas School Computer Network (APSCN) for schools participating in each program.

Quarterly

Financials

Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	88	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date

02/16/2016

Transaction Code

1

Errors

0

Errors

Exit

The claim will be deleted if this is incorrect

1E

- ADM (Average Daily Membership) - How many Pre-K / K-12 students are enrolled at the schools?
- ADA (Average Daily Attendance) – What is the average number of Pre-K – K-12 students who actually attended school? (This can be found on your Cycle reports, the numbers may be the same for 1 Quarter, or 3 weeks)

Enter the numbers for Lunch and Breakfast. The ADM lunch and ADM breakfast are usually the same and the ADA lunch and ADA breakfast are also the same.

Please be sure to put your numbers in the correct category, is the number the ADM Pre-K Breakfast, or the ADM K-12?

Is the number the ADM or the ADA?

1E

Quarterly
Financials
Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	→ ADA	88	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0
							Days Served	18	18
Total Reimbursement Due District (B/L/S/M)								343,370.55	
Pay Date	02/16/2016		Transaction Code	1		Errors	0		

Errors
Exit

The claim will be deleted if this is incorrect

1E

- ADM (Average Daily Membership) - How many Pre-K / K-12 students are enrolled at the schools?
- ADA (Average Daily Attendance) – What is the average number of Pre-K – K-12 students who actually attended school? (This can be found on your Cycle reports, the numbers may be the same for 1 Quarter, or 3 weeks)

Enter the numbers for Lunch and Breakfast. The ADM lunch and ADM breakfast are usually the same and the ADA lunch and ADA breakfast are also the same.

Quarterly
Financials
Breakfast / Lunch

Pre-K

K-12

Pre-K

K-12

Breakfast Last QTR	ADM	88	5579	ADA	88	5332	<b>1F</b> <div> No. Free Eligible 5387 5387 </div> <div> No. Reduced Eligible 0 0 </div> <div> Days Served 18 18 </div>
Lunch Last QTR	ADM	88	5579	ADA	88	5332	

Total Reimbursement Due District (B/L/S/M)
343,370.55

Pay Date
02/16/2016
Transaction Code
1
Errors
0

Errors
Exit

The claim will be deleted if this is incorrect

**F. Eligibles** Highest number eligibles, by count of source documents (i.e.: applications and lists) on any day during the month.

**1F**

- No. Free Eligible – This is the number of enrolled students who are eligible to receive a free lunch.
- No. Reduced Eligible – This is the number of enrolled students who are eligible to receive a reduced price lunch.

The numbers for Breakfast and Lunch should be the same.

CEP schools should have zeros under the Reduced Eligible.

F. These numbers are rarely if ever different.

If a student qualifies for Free Lunch, he/she qualifies for Free Breakfast

Quarterly

Financials

Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	88	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date

02/16/2016

Transaction Code

1

Errors

0

Errors

Exit

The claim will be deleted if this is incorrect

1F

- No. Free Eligible – This is the number of enrolled students who are eligible to receive a free lunch.
- No. Reduced Eligible – This is the number of enrolled students who are eligible to receive a reduced price lunch.

The numbers for Breakfast and Lunch should be the same.

CEP schools should have zeros under the Reduced Eligible.



Has this been saved yet?

Quarterly

Financials

Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	5579	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	5579	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date

02/16/2016

Transaction Code

1

Errors

0

Errors

Exit

1G

The claim will be deleted if this is incorrect

**G. Days served** Number of days meals are served during the month.

1G

- How many days was Breakfast served?
- How many days was Lunch served?

1E											
1.E.	Breakfast	ADM Last Quarter	Pre-K	40	K-12	1253	ADA Last Quarter	Pre-K	36	K-12	1195
	Lunch	ADM Last Quarter	Pre-K	40	K-12	1253	ADA Last Quarter	Pre-K	36	K-12	1195
1.F.	FREE ELIGIBLES				BREAKFAST			LUNCH		771	
	REDUCED ELIGIBLES				BREAKFAST			LUNCH		110	
1.G.	DAYS SERVED				BREAKFAST			LUNCH		20	
2. ACTUAL FUNDS AVAILABLE DURING MONTH						3. ACTUAL CASH EXPENDITURES DURING MONTH					
A. Opening Cash Balance				0.00		A. Food				30,811.16	

This is what the information looks like on the paper copy of the claim.

Quarterly

Financials

Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	<del>88</del>	<del>5579</del>	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	<del>88</del>	<del>5579</del>	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date

02/16/2016

Transaction Code

1

Errors

0

Errors

Exit

The claim will be deleted if this is incorrect

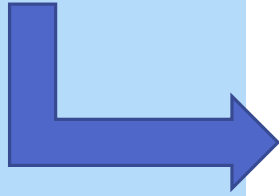
The ADM and ADA are VERY rarely the same.

If the ADA is the same number as the ADM, what is being said is every student attended school every day.

Save Often

Quarterly	Financials	Breakfast / Lunch
<b>Funds Available</b>		
Opening Cash Balance	0.00	← 2A
Federal Reimbursement	64478.89	← 2B
Student Meal Income	272.94	← 2C
Adult Meal Income	832.25	← 2D
Ala Carte Meal Income	897.60	← 2E
Contract Meal Income	0.00	← 2F
Loan to Program	7285.33	← 2G
Other Cash Income	1842.95	← 2H
Total Income	75,609.96	
<b>Expenditures</b>		
3A → Food	32480.85	
3B → Labor	30915.47	
3C → Loan Repayment	7544.73	
3D → Other	4668.91	
Total Expenditures	75609.96	
Closing Cash Balance	0.00	
<b>Unpaid Items</b>		
5 → Food	35441.51	Labor 31000.00
		Other 3300.00
		Total 69741.51
6 → Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory 14494.15
7 → Due Fed	64975.71	Contract 0.00
		Other 0.00
		Total 64975.71
<b>Total Reimbursement Due District (B/L/S/M)</b> 64,975.71		
Pay Date	Transaction Code 1	Errors 0

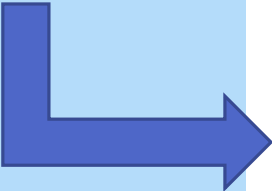
Now the “Financials” tab.



Quarterly		Financials		Breakfast / Lunch	
<b>Funds Available</b>				<b>Expenditures</b>	
Opening Cash Balance	0.00	← 2A		Food	32480.85
Federal Reimbursement	64478.89			Labor	30915.47
Student Meal Income	272.94			Loan Repayment	7544.73
Adult Meal Income	832.25			Other	4668.91
Ala Carte Meal Income	897.60			Total Expenditures	75609.96
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96			Closing Cash Balance	0.00
<b>Unpaid Items</b>					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	
				14494.15	
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
<b>Total Reimbursement Due District (B/L/S/M)</b> 64,975.71					
Pay Date		Transaction Code		Errors	
		1		0	

2A. Opening cash balance - Same as closing cash balance on the prior month's claim.  
This number is automatically put in from the previous month, it cannot be changed.

How much was actually received from ADE/CNU during the CLAIM month?



For example, in February, was December **AND** January received or was just January received?

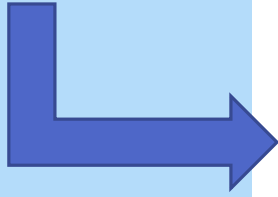
Quarterly		Financials	Breakfast / Lunch	
Funds Available			Expenditures	
Opening Cash Balance	0.00		Food	32480.85
Federal Reimbursement	64478.89	2B	Labor	30915.47
Student Meal Income	272.94		Loan Repayment	7544.73
Adult Meal Income	832.25		Other	4668.91
Ala Carte Meal Income	897.60		Total Expenditures	75609.96
Contract Meal Income	0.00			
Loan to Program	7285.33			
Other Cash Income	1842.95			
Total Income	75,609.96		Closing Cash Balance	0.00
Unpaid Items				
Food	35441.51	Labor	31000.00	Other 3300.00
Ending Food Inventory, excluding USDA Commodities		9160.20	USDA Donated Food Inventory 14494.15	
Due Fed	64975.71	Contract	0.00	Other 0.00
			Total 64975.71	
Total Reimbursement Due District (B/L/S/M)			64,975.71	
Pay Date		Transaction Code 1		Errors 0

The claim will be deleted if this is incorrect

2B. Federal Reimbursement - All federal reimbursement received during the month from ADE CNU.  
All monies received within the month of this claim.



State Matching,  
Equipment Grants,  
FFVP, DHS  
payments etc., DO  
NOT GO IN HERE.



The claim  
will be  
deleted if  
this is  
incorrect

Equipment Grants, FFVP, or  
DHS payments **DO NOT**  
belong on this claim!

Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00		Food	32480.85	
Federal Reimbursement	64478.89	← 2B	Labor	30915.47	
Student Meal Income	272.94		Loan Repayment	7544.73	
Adult Meal Income	832.25		Other	4668.91	
Ala Carte Meal Income	897.60		Total Expenditures	75609.96	
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96		Closing Cash Balance	0.00	
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	
				14494.15	
Due Fed	64975.71	Contract	0.00	Other	0.00
Total Reimbursement Due District (B/L/S/M)			64,975.71		
Pay Date		Transaction Code		Errors	
		1		0	

2B. Federal Reimbursement - All federal reimbursement received during the month from ADE CNU.  
All monies received within the month of this claim.

Quarterly
Financials
Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities		9160.20		USDA Donated Food Inventory		14494.15	
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date
Transaction Code 1
Errors 0

2C. Student meal income - All money collected during the month for student breakfasts, lunches, and snacks.

Quarterly
Financials
Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory			14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

Pay Date
Transaction Code 1
Errors 0

2D. Adult meal income - All money collected during the month for adult breakfasts, lunches, and snacks.

Quarterly
Financials
Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory			14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

Pay Date
Transaction Code 1
Errors 0

2E. A la carte income - All money collected during the month for a la carte items, including additional meal components and extra milk.



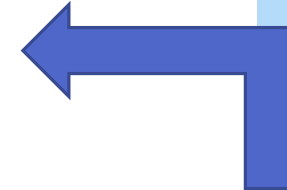
Is it usual to take out another loan to repay a loan? NO it is not.



Either 2G or 3C should be zero.

3C →

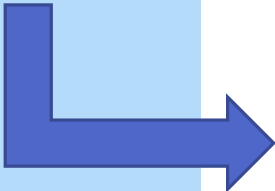
← 2G



Quarterly		Financials		Breakfast / Lunch	
Funds Available				Expenditures	
Opening Cash Balance	0.00			Food	32480.85
Federal Reimbursement	64478.89			Labor	30915.47
Student Meal Income	272.94			3C → Loan Repayment	7544.73
Adult Meal Income	832.25			Other	4668.91
Ala Carte Meal Income	897.60			Total Expenditures	75609.96
Contract Meal Income	0.00				
Loan to Program	7285.33	← 2G			
Other Cash Income	1842.95				
Total Income	75,609.96			Closing Cash Balance	0.00
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities		9160.20		USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date					
Transaction Code 1					
Errors 0					

2G. Loans to program - Designated funds transferred to program from district operating fund or any other loan source.

Equipment Grants, FFVP, or DHS payments **DO NOT** belong on this claim!



Quarterly

Financials

Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory		14494.15	
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

Pay Date

Transaction Code 1

Errors 0

Save Often

2H. Other cash income - All other income received during the month, including, but not limited to, state matching funds, interest on investments and reimbursements from DHS.



Quarterly
Financials
Breakfast / Lunch

Funds Available

Expenditures

Opening Cash Balance

0.00

Federal Reimbursement

64478.89

Student Meal Income

272.94

Adult Meal Income

832.25

Ala Carte Meal Income

897.60

Contract Meal Income

0.00

Loan to Program

7285.33

Other Cash Income

1842.95

Total Income

75,609.96

3A → Food

32480.85

Labor

30915.47

Loan Repayment

7544.73

Other

4668.91

Total Expenditures

75609.96

Closing Cash Balance

0.00

Unpaid Items

Food

35441.51

Labor

31000.00

Other

3300.00

Total

69741.51

Ending Food Inventory, excluding USDA Commodities

9160.20

USDA Donated Food Inventory

14494.15

Due Fed

64975.71

Contract

0.00

Other

0.00

Total

64975.71

Total Reimbursement Due District (B/L/S/M)

64,975.71

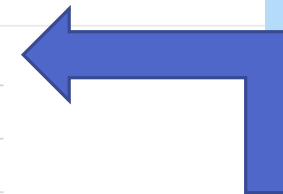
Pay Date

Transaction Code

1

Errors

0



3A. Food - All food expenditures for all program areas.

Quarterly
Financials
Breakfast / Lunch

Funds Available

Expenditures

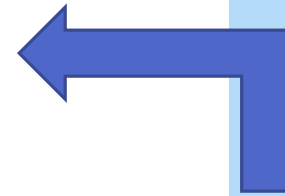
Opening Cash Balance	0.00		Food	32480.85
Federal Reimbursement	64478.89	3B →	Labor	30915.47
Student Meal Income	272.94		Loan Repayment	7544.73
Adult Meal Income	832.25		Other	4668.91
Ala Carte Meal Income	897.60		Total Expenditures	75609.96
Contract Meal Income	0.00			
Loan to Program	7285.33			
Other Cash Income	1842.95			
Total Income	75,609.96		Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20			USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M)
64,975.71

Pay Date
Transaction Code
1
Errors
0



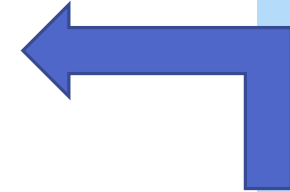
3B. Labor - All labor expenditures for all program areas.

Is it usual to take out another loan to repay a loan? NO it is not.



Either 2G or 3C should be zero.

Quarterly		Financials		Breakfast / Lunch	
<b>Funds Available</b>				<b>Expenditures</b>	
Opening Cash Balance	0.00			Food	32480.85
Federal Reimbursement	64478.89			Labor	30915.47
Student Meal Income	272.94			3C → Loan Repayment	7544.73
Adult Meal Income	832.25			Other	4668.91
Ala Carte Meal Income	897.60			Total Expenditures	75609.96
Contract Meal Income	0.00				
Loan to Program	7285.33	← 2G			
Other Cash Income	1842.95				
Total Income	75,609.96			Closing Cash Balance	0.00
<b>Unpaid Items</b>					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities		9160.20		USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code 1		Errors 0	



Save, save, save

3C. Loan repayment - All expenditures for repayment to the district of loans to program.

Save, save, save

Quarterly

Financials

Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	3D → Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

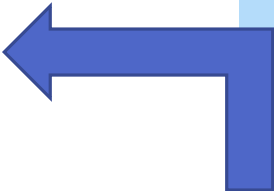
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory			14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date

Transaction Code 1

Errors 0

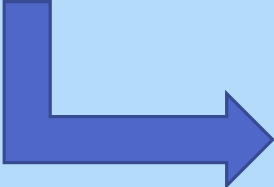


3D. Other expenditures - Total of all other expenditures from the child nutrition account during the month.



Save, save, save

Are any payments owed for bills? If so, this will go on line 5.



5

Quarterly

Financials

Breakfast / Lunch

Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory			14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

Pay Date

Transaction Code 1

Errors 0

5. Amount of unpaid bills for food, labor and other purchases. This amount is rarely zero, a zero means nothing is owed to anyone.

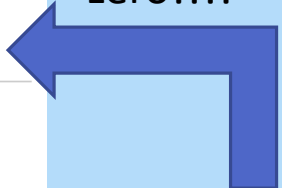


Save, save, save

Quarterly		Financials		Breakfast / Lunch	
Funds Available				Expenditures	
Opening Cash Balance	0.00			Food	32480.85
Federal Reimbursement	64478.89			Labor	30915.47
Student Meal Income	272.94			Loan Repayment	7544.73
Adult Meal Income	832.25			Other	4668.91
Ala Carte Meal Income	897.60			Total Expenditures	75609.96
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96			Closing Cash Balance	0.00
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M)			64,975.71		
Pay Date		Transaction Code		Errors	
		1		0	

Can't and shouldn't be zero!!!!

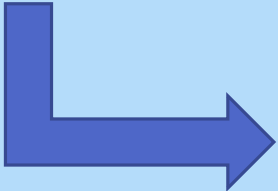
6



6. a. Value of inventory of all food, excluding USDA Donated Foods (commodities)  
b. Value of inventory of all USDA Donated Foods (commodities) .  
Be as accurate as possible, if there was an insurable accident (fire, flood, tornado), the reimbursement would be for the amounts listed here.

How much does ADE/CNU we really owe the school district?

Put in the total of this claim, and any other claim that has not been received for payment, as of this month.



7

Quarterly

Financials

Breakfast / Lunch

Funds Available

Expenditures

Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities				9160.20	USDA Donated Food Inventory		14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date

Transaction Code 1

Errors 0

Save, save, save

7. Funds due program, including federal reimbursement claimed but not received, contract meals served but not paid, and any other funds due program, (*including funds due from THIS claim for reimbursement*).

**2. ACTUAL FUNDS AVAILABLE DURING MONTH**

A. Opening Cash Balance	0.00
B. Federal Reimbursement	49,719.61
C. Student Meal Income	6,788.82
D. Adult Meal Income	1,890.00
E. A la carte Income	0.00
F. Contract Meal Income	10,097.56
G. Loans to Program	0.00
H. Other Cash Income	366.08
I. Total	68,862.07

**3. ACTUAL CASH EXPENDITURES DURING MONTH**

A. Food	30,811.16
B. Labor	22,393.17
C. Loan Repayment	12,079.95
D. Other Expenditures	3,577.79
E. Total	68,862.07

**4. CLOSING CASH BALANCE**

0.00

5. UNPAID BILLS:	FOOD	35,119.46	LABOR	22,393.17	OTHER	0.00	TOTAL	57,512.63
6.A. ENDING FOOD INVENTORY, EXCLUDING USDA COMMODITIES:			TOTAL	10,982.69	6.B. USDA DONATED FOOD INVENTORY:		TOTAL	6,922.96
7. FUNDS DUE PROGRAM:	FED. REIMB.	56,713.94	CONTRACT	5,566.86	OTHER	419.93	TOTAL	62,700.73

This is what the information looks like on the paper copy of the claim.

# Breakfast / Lunch Tab

The claim will be deleted if this is incorrect

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement	
Breakfast		↓ 8A				Lunch		↓ 8B	
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55	
	Severe	139361	1.9900	277328.39					
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58	
	Severe	14972	1.6900	25302.68					
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06	
	Severe	0	0.2900	0.00					
Total	Std	17486		0.00		286003		9B → 747186.19	
Serv	Severe	154333		0.00					
Total	Std			6653.46		Performance			
Breakfast	Severe			302631.07		Based		9C → 17160.18	
						286003	0.0600		
Total	Breakfast			9A → 309284.53		Lunch			
Reimbursement									
No. of Adult Breakfasts Paid	10		157		No. of Adult Lunches Paid	3468			
Free			0		Free	300			
No. of Contract Meals; Breakfast, Lunch and Snacks						0			
Total Reimbursement Due District (B/L/S/M)				1,079,298.38					

Whole numbers ONLY in this section, there can't be a partial student (Always Round UP)

## Questions 2 and 3

2. “Loans to Program” and “Loans Repayment”, one of these can have a number but the other should be zero, or both zero.

- a. True
- b. False

3. When calculating the amount to put into line #7 “Funds Due Program: Fed. Reimb.”, you should:

- a. Calculate all the months claim totals
- b. Only put in the amount still due the School District, including previous month if not yet paid
- c. Always leave this a zero since no money is due the School District
- d. Make up a number to put into this area

## Questions 2 and 3

2. “Loans to Program” and “Loans Repayment”, one of these can have a number but the other should be zero, or both zero.

- a. **True**
- b.

3. When calculating the amount to put into line #7 “Funds Due Program: Fed. Reimb.”, you should:

- a.
- b. **Only put in the amount still due the School District, including previous month if not yet paid**
- c.
- d.



The claim will be deleted if this is incorrect

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement			
Breakfast			↓ 8A			Lunch			↓ 8B		
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55			
	Severe	139361	1.9900	277328.39							
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58			
	Severe	14972	1.6900	25302.68							
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06			
	Severe	0	0.2900	0.00							
Total Serv	Std	17486		0.00		286003		747186.19			
	Severe	154333		0.00							
Total Breakfast	Std			6653.46		Performance Based					
	Severe			302631.07		286003	0.0600	17160.18			
Total Reimbursement	Breakfast			309284.53		Lunch		764,346.37			
No. of Adult Breakfasts Paid				157		No. of Adult Lunches Paid		3468			
	Free			0				300			
No. of Contract Meals; Breakfast, Lunch and Snacks								0			
Total Reimbursement Due District (B/L/S/M)				1,079,298.38							

8. Enter total **breakfasts (8.A.)** and **lunches (8.B.)** served to students by category (free, reduced price, paid). The system will automatically calculate the total dollar amount for reimbursement for each line, according to the numbers put in.

Once this is saved, after putting in the breakfast and lunch numbers, the “Performance Based Reimbursement” total will tally into the “Total Reimbursement Due District.”

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement	
<b>Breakfast</b>				<b>Lunch</b>					
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55	
	Severe	139361	1.9900	277328.39					
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58	
	Severe	14972	1.6900	25302.68					
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06	
	Severe	0	0.2900	0.00					
Total Serv	Std	17486		0.00		286003		747186.19	
	Severe	154333		0.00					
Total Breakfast	Std			6653.46		Performance Based			
	Severe			302631.07		286003	0.0600	17160.18	
Total Reimbursement	Breakfast			309284.53		Lunch		764,346.37	
No. of Adult Breakfasts Paid			157		No. of Adult Lunches Paid		3468		
	Free		0			Free	300		
No. of Contract Meals; Breakfast, Lunch and Snacks							0		
<b>Total Reimbursement Due District (B/L/S/M)</b>				1,079,298.38					

9B →

9C



9A →

9. The system will automatically calculate the TOTAL (9A) for Breakfast and the TOTAL (9B) for Lunch. It will also calculate the TOTAL for Lunch Performance Based Reimbursement (9.C) after you have pressed save.

Are the adults who are eating a free breakfast or lunch, really supposed to? This should be for those working in the cafeteria for the entire shift. (This is one of the things checked on your Review.)

If you have any questions on this, please contact your Area Specialist at 501-324-9502.

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement	
<b>Breakfast</b>				<b>Lunch</b>					
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55	
	Severe	139361	1.9900	277328.39					
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58	
	Severe	14972	1.6900	25302.68					
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06	
	Severe	0	0.2900	0.00					
Total Serv	Std	17486		0.00		286003		747186.19	
	Severe	154333		0.00					
Total Breakfast	Std			6653.46		Performance Based			
	Severe			302631.07		286003	0.0600	17160.18	
Total Reimbursement	Breakfast			309284.53		Lunch		764,346.37	
No. of Adult Breakfasts Paid		157				No. of Adult Lunches Paid		3468	
	Free	0					10	300	
No. of Contract Meals; Breakfast, Lunch and Snacks								0	
Total Reimbursement Due District (B/L/S/M)				1,079,298.38					

**10. Enter number of breakfasts and lunches served to adults and number of contract meals served.**

Refer to the USDA memo regarding pricing of adult meals:

[http://www.arkansased.gov/public/userfiles/Fiscal\\_and\\_Admin\\_Services/Child\\_Nutrition/USDA/FNS-782-5\\_-\\_Adult\\_Meal\\_Pricing.pdf](http://www.arkansased.gov/public/userfiles/Fiscal_and_Admin_Services/Child_Nutrition/USDA/FNS-782-5_-_Adult_Meal_Pricing.pdf)

8.A. COMPUTATION OF BREAKFAST REIMBURSEMENT				8.B. COMPUTATION OF LUNCH REIMBURSEMENT			
BREAKFAST CATEGORY	TOTAL BREAKFASTS	RATE	REIMBURSEMENT	LUNCH CATEGORY	TOTAL LUNCHES	RATE	REIMBURSEMENT
Free	0	1.66	0.00	Free	0		0.00
	5684	1.99	11,311.16		12338	3.09	38,124.42
	(severe need)				(safety net)		
Reduced	0	1.36	0.00	Reduced	0		0.00
Price	447	1.69	755.43	Price	1543	2.69	4,150.67
	(severe need)				(safety net)		
Paid	0	0.29	0.00	Paid	0		0.00
	497	0.29	144.13		3771	0.31	1,169.01
	(severe need)				(safety net)		
<b>9.A. Total Brkft Reimb.</b>	<b>6628</b>		<b>12,210.72</b>	<b>9.B. Total Lunch Reimb.</b>	<b>17652</b>		<b>43,444.10</b>
				<b>Performance Based</b>	<b>17652</b>	<b>0.06</b>	<b>1,059.12</b>
10. No. of Adult Breakfasts				No. of Adult Lunches			
		Paid	0			Paid	543
		Free	185			Free	272
No. of Contract Meals; Breakfast,Lunch and Snacks							
			0				

Whole numbers  
ONLY, can't have a  
partial student  
(Always Round UP)

This is what the information looks like on the paper copy of the claim.

If numbers are put under the  
Snack/Milk Enrollment tab,

Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement	
Number of Schools with Snack		Snack Program Enrollment			
Area Eligible	1	11A	Area Eligible	68	11B
Free, Reduced, Paid	0		Free, Reduced, Paid	0	
Total Snack			Total Snack		
68			68		
No. Schools with Milk		0			
ASP 11C					
Pre-K		0			
K-12		54			
ADM Last Qtr					
Pre-K		0			
K-12		0			
ADA Last Qtr					
Pre-K		0			
K-12		0			
No. of Free Eligible		54			
No. of Reduce Eligible		0			
11D					
No. of Days Served		14			
11E					
Total Reimbursement Due District (B/L/S/M)		29,339.56			

then there  
must be  
something  
under the  
Snack/Milk  
Reimburse  
ment tab

POTENTIAL  
BINDING ERROR

Whole numbers ONLY, there can't be a partial student  
(Always Round UP)

GUESS WHAT?

SAVE

This is automatically put in with information from the School District's Policy and Agreement, Schedule A.

If the School District has not been approved for a Snack Program, these tabs will not be available.

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement			
Number of Schools with Snack					Snack Program Enrollment						
Area Eligible		1		← 11A		Area Eligible		68			
Free, Reduced, Paid		0				Free, Reduced, Paid		0			
No. Schools with Milk		0				Total Snack		68			
ASP		Pre-K		0		ADM Last Qtr		Pre-K		0	
		K-12		54				K-12		0	
						ADA Last Qtr		Pre-K		0	
								K-12		0	
No. of Free Eligible		54								0	
No. of Reduce Eligible		0								0	
No. of Days Served		14								0	
Total Reimbursement Due District (B/L/S/M)					29,339.56						

GUESS WHAT?  
SAVE

**11. A. Number of schools in Afterschool Snack Program** - Indicate number of schools that receive **Area Eligible** reimbursement for Afterschool Snacks (all students free) and the number that receive **NON Area Eligible** (FREE, REDUCED, & PAID) reimbursement.



How many students were qualified to get snacks.

This should not be the whole school, not everyone qualifies to get snacks.

GUESS WHAT?  
SAVE

QuarterlyFinancialsBreakfast / LunchSnack / Milk EnrollmentSnack / Milk Reimbursement

Number of Schools with Snack

Area Eligible1

Free, Reduced, Paid0

No. Schools with Milk0

ASP

Pre-K0

K-1254

No. of Free Eligible54

No. of Reduce Eligible0

No. of Days Served14

Snack Program Enrollment

Area Eligible68 ← 11B

Free, Reduced, Paid0

Total Snack68

ADM Last Qtr

Pre-K0

K-120

ADA Last Qtr

Pre-K0

K-120

0

0

Total Reimbursement Due District (B/L/S/M)29,339.56

11B. Enrollment in Afterschool Snack Program - Enter afterschool snack program enrollments based on method of reimbursement used to claim afterschool snacks i.e., Area Eligible or NON Area Eligible.

Please note:  
ASP is Average Student  
Participation

Do not put all the snacks  
served here, put the  
**Average Student**  
**Participation**

Whole numbers  
ONLY, can't have a  
partial student  
(Always Round UP)

GUESS WHAT?  
SAVE

Quarterly Financials Breakfast / Lunch **Snack / Milk Enrollment** Snack / Milk Reimbursement

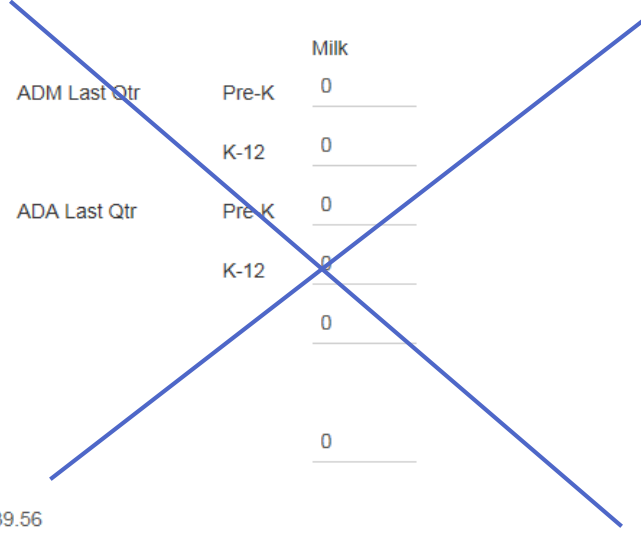
---

Number of Schools with Snack		Snack Program Enrollment	
Area Eligible	1	Area Eligible	68
Free, Reduced, Paid	0	Free, Reduced, Paid	0
		Total Snack	68
No. Schools with Milk			
	0		
ASP		ADM Last Qtr	Milk
11C	Pre-K		0
	K-12	ADA Last Qtr	0
			0
			0
No. of Free Eligible	54		0
No. of Reduce Eligible	0		0
No. of Days Served	14		0
Total Reimbursement Due District (B/L/S/M)		29,339.56	

**11 C. Average Attendance** - Enter Afterschool Program Average MONTHLY Attendance for claim month. To calculate **add the number of students attending** each day the afterschool program operated during the month and divide by the number of serving days  
Afterschool Snacks were served during the month. Claims cannot exceed the program Average Attendance multiplied by the number of serving days.

GUESS WHAT?  
SAVE

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement	
Number of Schools with Snack				Snack Program Enrollment					
Area Eligible		1		Area Eligible		68			
Free, Reduced, Paid		0		Free, Reduced, Paid		0			
Total Snack				Total Snack		68			
No. Schools with Milk		0							
ASP		Snack		ADM Last Qtr		Milk			
Pre-K		0		Pre-K		0			
K-12		54		K-12		0			
ADA Last Qtr		Pre-K		Pre-K		0			
K-12		0		K-12		0			
No. of Free Eligible		54						0	
No. of Reduce Eligible		0						0	
No. of Days Served		14						0	
Total Reimbursement Due District (B/L/S/M)				29,339.56					



11D

**11D. No. of Eligibles** - Complete ONLY for NON Area Eligible Afterschool Snack Program Schools. Number of Eligibles equals the HIGHEST number of afterschool snack eligibles (Free & Reduced price) by count of student source documents on any day during the month.

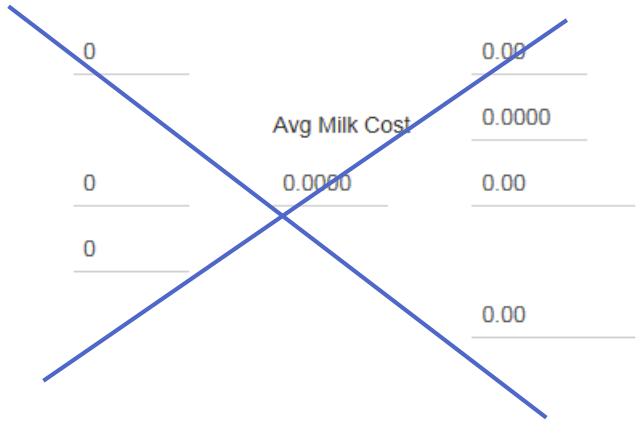
If numbers have been put on the Snack/Milk Enrollment tab, then there must be something on the Snack/Milk Reimbursement tab

## POTENTIAL BINDING ERROR

Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement
Snack		Milk		
Area Free	746			
N-Area Free	0			
Total Free	746	0.8400	626.64	0
Reduced	0	0.4200	0.00	
Paid	0	0.0700	0.00	
Total Served	746		0.00	
Total Reimbursement			626.64	
Total Reimbursement Due District (B/L/S/M)		29,339.56		

Binding Error Code - 957B Afterschool Snacks Greater than Zero But Snack Total =Zero

Quarterly Financials Breakfast / Lunch **Snack / Milk Enrollment** **Snack / Milk Reimbursement**

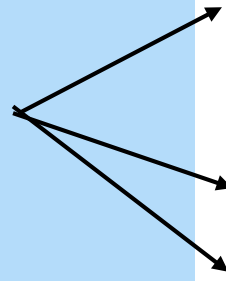
Snack				Milk					
Area Free	746	12 Area Eligible							
N-Area Free	0								
Total Free	746	0.8400	626.64					0	0.00
Reduced	0	0.4200	0.00					Avg Milk Cost 0.0000	
Paid	0	0.0700	0.00					0	0.00
Total Served	746	0.00						0	0.00
Total Reimbursement		626.64		0.00					
Total Reimbursement Due District (B/L/S/M)				29,339.56					

12  
NON Area  
Eligible

## 12. Enter total number of Afterschool Snacks served to students by type of Program

- Area Eligible (ALL Free) or
- NON Area Eligible (Free, Reduced, or Paid). Multiply by the assigned rates and enter reimbursement amount on the claim.

13



<a href="#">Quarterly</a> <a href="#">Financials</a> <a href="#">Breakfast / Lunch</a> <a href="#">Snack / Milk Enrollment</a> <a href="#">Snack / Milk Reimbursement</a>									
Snack					Milk				
Area Free	746								
N-Area Free	0								
Total Free	746	0.8400	626.64		0			0.00	
Reduced	0	0.4200	0.00					0.0000	
Paid	0	0.0700	0.00		0			0.00	
Total Served	746		0.00		0				
Total Reimbursement			626.64						
Total Reimbursement Due District (B/L/S/M) 29,339.56									

13. The system will automatically calculate the total of afterschool snacks served and the total amount of reimbursement claimed for afterschool snacks.

Quarterly
Financials
Breakfast / Lunch
Snack / Milk Enrollment
Snack / Milk Reimbursement

Snack

Area Free	746		
N-Area Free	0		
Total Free	746	0.8400	626.64
Reduced	0	0.4200	0.00
Paid	0	0.0700	0.00
Total Served	746		0.00
Total Reimbursement			626.64

Milk

	0	0.00
Avg Milk Cost	0.0000	0.0000
	0	0.00
	0	0.00

Total Reimbursement Due District (B/L/S/M) 29,339.56

Disregard 14, 15, and 16, we do not have a Milk Reimbursement Program in the State of Arkansas since we serve milk at both breakfast and lunch.

Last of all, SAVE

If a number is put here,

then there must be something here

# POTENTIAL BINDING ERROR

11.A. NO. OF SCHOOLS WITH AFTERSCHOOL SNACK PROGRAMS (ASP)

* No. of schools Area Eligible	1
No. of schools Non Area Eligible	0

\* Area Eligible Afterschool Snack Schools have 50 % or more of the students enrolled eligible for free or reduced price meals. All students in these schools will receive free afterschool snacks regardless of eligibility status.

#### 11.B. AFTERSCHOOL SNACK ENROLLEMENTS:

* Enrollment Area Eligible	0
Enrollment Non Area Eligible	0
Total ASP Enrollment	0

Non Area Eligible Afterschool Snack Schools have less than 50% of their students enrolled eligible for Free or Reduced price meals. Afterschool Snacks will be claimed by eligibility category (free, reduced, paid).

11.C. AFTERSCHOOL SNACK Avg Attendance	PRE-K	0	K-12	0
--	-------	---	------	---

**11.D. Report for NON-AREA Eligible AFTERSCHOOL SNACK Programs ONLY**

Total No. of FREE ELIGIBLES 0

Total No. of REDUCED ELIGIBLES 0

11.E. Days Served ALL Afterschool Snacks

#### 14. Milk Program Data

A.	Number of schools with MILK PROGRAMS		0	
B.	Milk ADM Last Quarter	Pre-K	0	K-12 0
	Milk ADA Last Quarter	Pre-K	0	K-12 0
C.	FREE ELIGIBLES	MILK	0	
D.	DAYS SERVED	MILK	0	

## 12. COMPUTATION OF AFTERSCHOOL SNACK REIMBURSEMENT

AFTERSCHOOL SNACK CATEGORY	AFTERSCHOOL SNACKS TOTAL	RATE	REIMBURSEMENT
Free	0	0.84	0.00
	(Area Eligible)		
	0	0.84	0.00
	(NON Area Eligible)		
Reduced	0	0.42	0.00
Paid	0	0.07	0.00
<b>13. TOTAL</b>			
Reimbursement	0		0.00
AFTERSCHOOL SNACK			

## 15. COMPUTATION OF MILK PROGRAM REIMBURSEMENT

MILK CATEGORY	TOTAL MILK	RATE	REIMBURSEMENT
Free	0	0.00	0.00
Paid	0	0.00	0.00
<b>16. TOTAL MILK Reimbursement</b>	<b>0</b>		<b>0.00</b>

This reimbursement is only available to schools without Breakfast, Lunch, or Afterschool Snack Programs.

17. No. of Adult Afterschool Snacks

Paid	No. of Adult Milk	Paid
Free		Free

**18. Total Combined Reimbursement for All District Child Nutrition Programs:**

35,898.66

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds.

Binding Error Code - 957B Afterschool Snacks Greater than Zero But Snack Total =Zero  
This is the paper copy of this portion of the claim.



Quarterly
Financials
Breakfast / Lunch
Snack / Milk Enrollment
Snack / Milk Reimbursement

Snack

Area Free	746		
N-Area Free	0		
Total Free	746	0.8400	626.64
Reduced	0	0.4200	0.00
Paid	0	0.0700	0.00
Total Served	746		0.00
Total Reimbursement			626.64

Milk

	0	0.00
Avg Milk Cost	0.0000	0.0000
	0	0.00
	0	0.00

18 → Total Reimbursement Due District (B/L/S/M) 29,339.56

18. Total Combined Reimbursement for ALL Child Nutrition Programs. The system adds lines 9A, 9B, 9C, and 13. This amount will match the voucher amount of direct deposit if the claim is correctly completed. **YOU CANNOT CHANGE THIS NUMBER.**

Quarterly Financials Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	59	670	ADA	56	652	No. Free Eligible	422	422
Lunch Last QTR	ADM	59	670	ADA	56	652	No. Reduced Eligible	61	61
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 27,056.30

Pay Date Transaction Code 1 Errors 5

Save Errors Submit Exit

**Always** check the errors.

This tells how many errors there are within this claim.

The second to last step is to check for errors. Save, one last time, then click on the “Errors” button at the bottom of the screen.



# Arkansas Department of Education Child Nutrition Unit



Monthly Claims   Reports

## Monthly Claims Entry - Existing Claim

35 N NUMBER SERVED FREE BREAK. THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

36 N NUMBER REDUCED BREAKFASTS THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

37 N NUMBER SERVED PAID BREAK. THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

38 N TOTAL SERVED BREAKFAST THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

44 N NUMBER SERVED PAID LUNCH THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

Look over all the errors and make certain the reasons for the errors are clear and corrected if needed. If it is a “B” error, the claim can not be submitted until the error has been corrected.

Double check the claim,  
have 2 sets of eyes look  
at the claim prior to  
submission.



*Once the claim has been approved, and an error is found, the claim has to be **DELETED** by ADE/CNU, and recreated by the enterer, resubmitted by the submitter. Then reapproved by the approver.*

Has the claim been double checked to be certain it is correct.

If the claim has been submitted, but not approved, and an error is found after the submission, contact ADE/CNU to have the claim released, so corrections can be made. Please be certain to double check the claim before submitting.

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds.

Further, I fully understand that I may be prosecuted under applicable provisions of the Criminal Code of the United States for knowingly or willfully making a False Statement, Filing a False Report(s) and/or Filing a False Claim(s) For Reimbursement and if convicted may be fined up to \$250,000 or imprisoned up to five (5) years, or both, pursuant to 18 U.S.C. 1001 (False Statements), 18 U.S.C. 287 (False Claim(s)). I understand that I may be prosecuted under other applicable provisions of the Criminal and Civil Code of the United States and applicable laws of the Arkansas Criminal Code Annotated.

2/4/2016

Date

7CFR Parts 210.8 and 220.aa

0000sconnery

Name and Title

19.

0000sconnery

Signature

ADE FORM NO. FIN 01-00-005-Rev 10/13

The approver is agreeing to the legal paragraph listed above, beginning with “I **CERTIFY** that...”, and should read this before agreeing to it.

19. The On-Line Claim for Reimbursement Approver **should review and analyze** all meal and afterschool snack counts to ensure accuracy as specified in the regulations. Please be reminded that the person who actually aggregates/calculates/prepares the claim for reimbursement CANNOT approve the on-line claim. As a matter of internal control the district Group Manager needs to assign a second party to verify the claim and supporting documentation are correct prior to submission for approval.

18. Total Combined Reimbursement for All District Child Nutrition Programs:

49,719.61

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds. Further, I fully understand that I may be prosecuted under applicable provisions of the Criminal Code of the United States for knowingly or willfully making a False Statement, Filing a False Report(s) and/or Filing a False Claim(s) For Reimbursement and if convicted may be fined up to \$250,000 or imprisoned up to five (5) years, or both, pursuant to 18 U.S.C. 1001 (False Statements), 18 U.S.C. 287 (False Claim(s)). I understand that I may be prosecuted under other applicable provisions of the Criminal and Civil Code of the United States and applicable laws of the Arkansas Criminal Code Annotated.

2/4/2016

0000sconnery

Date

Name and Title

7CFR Parts 210.8 and 220.aa

19.

0000sconnery

Signature

ADE FORM NO. FIN 01-00-005-Rev 10/13

This is what the information looks like on the paper copy of the claim.

## Question 4

4. I don't ever have to double check my claim before submitting it, it should be correct, right?

- a. True
- b. False

## Question 4

4. I don't ever have to double check my claim before submitting it, it should be correct, right?

a.

**b. False**

The submitter should always double check the claim before submitting!



### Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

### Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

### Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15				
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

Pay Date 2/16/2016 Transaction Code 1 Errors 0



Tells when payment was processed, payment issued within 5 days.

## To add a new “View”, “Entry”, or “Submit” person

- Talk to the Group Manager (usually the tech person), at the School District
- View – can see claim but do nothing else
- Entry – can see the claim and enter data
- Submit – can see the claim, enter data, and submit it to the approver
  - Each person set up should be set up for **1 group** only, more will cause issues and will not allow person access to the site.

## To change your Claim Approver or Group Manager:

- Send the correct form to ADE Security
  - (found at <https://adedata.arkansas.gov/security/>)
    - Go to “Forms”
    - Click on “Child Nutrition District Approver”, or “Child Nutrition Group Manager”
  - This must be signed by the Superintendent



### **To get help with your claims:**

- Please call 501-324-9502 and ask for Saraj Goldberg or claims assistance
- Email questions to [saraj.goldberg@arkansas.gov](mailto:saraj.goldberg@arkansas.gov)